





Candidates should review the sections of the Faculty Handbook that describe the criteria for effective teaching, and demonstrated success in professional achievement and service prior to preparing their narrative as described in this document and in the Faculty Handbook Section III.B. At the time of the promotion to Full Professor review, “demonstrated success” also includes professional growth and progress since the tenure review in all domains of evaluation.

Candidates will learn the outcome of the review after the Board of Trustees has ratified the decision, typically, following the April Board meeting.

Every personnel case is voted on twice, and the second vote is the official recommendation. **In the event of a negative first vote, the Dean will reach out to the candidate and will share Advisory Council’s concerns.** Candidates are given an opportunity to respond in writing to Advisory Council.

## **B. Dossier Materials Overview**

All materials are to be submitted electronically. The Dean’s Office will contact each candidate when their Moodle page is available (Moodle is used for all reviews except annual reviews).

The Moodle page will have the following headings, each of which **the candidate is responsible for** populating with the relevant materials. Note that for annual reviews, the candidate will provide materials directly to the Review Committee chair, not via Moodle. Follow the links for more detailed information about each element of the file.

- ” [Narrative](#)(not necessary for Annual Reviews)
- ” [CV](#)
- ” [Annual Reports](#)
- ” [Review Committee Reports](#)(from prior reviews, and AC developmental letters, if available)
- ” [Teaching Materials](#)
- ” [Student Course Evaluations](#)
- ” [Peer Teaching Evaluations](#)
- ” [Grade Comparison Reports](#)
- ” [Summary Grade Report](#)
- ” [Evidence of Scholarly and/or Artistic Achievement](#)
- ” [Miscellaneous](#)

In addition to these materials provided by the candidate, the portfolio for AC reviews (pre-tenure, tenure, Associate Professor, promotion to Full Professor) will include:

- ” The Review Committee’s current review report (provided by the candidate’s Review Committee).
- ” Colleague letters solicited by the Dean’s Office from the list provided by the



## Teaching

- ” Provide a succinct explanation of your primary learning objectives and some illustrative pedagogical practices you employ to achieve those objectives.
- ” Discuss the courses you taught during the review period, noting enrollments, Core requirements, cross listing, etc.
- ” Discuss your development of your courses in relation to the departmental mission and curriculum and the mission of the College.
- ” Discuss key factors/questions/issues in which you have excelled or which have been challenging for you over the review period time.
- ” Advisory Council has access to your annual reports. In your narrative, you are encouraged to take a holistic approach to describing your pedagogical objectives and the strategies or practices you use to achieve those objectives. Listed below are pointers to help you think about how to provide that holistic reflection.
  - o Refer to specific teaching materials, syllabi, examinations, etc. to explain or demonstrate your claims.
  - o Refer to trends in your teaching evaluations. Discuss any significant outlier ratings/comments. Please refrain from pulling direct quotes from your course evaluations, AC will have access to these.
  - o Briefly



## Closing

The closing paragraph should summarize your accomplishments.

**CV:** The CV should be specially prepared for the review, as it may contain information that would not be included in a standard CV. Advisory Council suggests that CVs include (at least) the following headings or sections:

- ” Education (including institutions, degrees, dates awarded)
- ” Appointments (including position titles, institutions, dates)
- ” Grants, Awards, Fellowships (if applicable)
- ” Scholarly products organized under appropriate subheadings, e.g., publications, working papers, posters, conference presentations, exhibitions, etc. **\*see section on PRESENTATION OF SCHOLARLY WORK for clarifying information**
  - o For each product, clearly indicate:
    - ō the current status of the product (e.g., forthcoming, work in progress, published)
    - ō a complete citation, as appropriate, and an indication of the level of peer review (e.g., blind, double blind, editor review, etc.; invited, refereed, etc.).
  - o If relevant, indicate:
    - ō the level and kind of contribution made to products with multiple authors,
    - ō undergraduate student co-authorship.
- ” Courses Taught
- ” Service
  - o to the College (including one’s department)
  - o to one’s Field

## **Annual Reports**

All annual reports for the period under review must be included. They should be clearly labeled to indicate the relevant academic year.

- ” Ex: Annual Report 2019-2020

## **Review Committee Reports**

The candidate should upload to this section the following reports:

**Pre-tenure reviews:** First year review, any other annual review completed before the pre-tenure review

**Tenure reviews:** All prior annual reviews, pre-tenure review report, AC developmental pre-tenure review letter

**Associate Professor reviews:** Tenure review report

**Full Professor Promotion Review:** Tenure review report, Associate Professor





more course between the candidate's pre-tenure review and the tenure review (VII.I. Faculty Handbook)

### **Grade Comparison Reports**

The grade comparison reports can be found on my.oxy.edu. They are labeled “Grade Comparison Reports” on the “Faculty” tab, under the “Forms & Policies for Faculty” heading. The documents should follow a standard naming convention that indicates the appropriate Semester/Year, and should follow the chronological organization of the student course evaluations.

” Ex: F22 (PSYC 101, PSYC 256)

### **Summary Grade Report**

This document can be obtained from the Dean’s Office. Please provide the academic years needed to generate the report for your review to

(i.e., not those that are “in

The review committee's primary responsibility for all reviews is to prepare a thorough report for Advisory Council's consideration (in the case of Annual Reviews, the report is shared with the candidate and the Dean's Office, which the Dean and candidate discuss). See [below](#) for detailed guidance on the report's content.

The review committee must review and assess the evidence provided by the candidate in teaching, professional achievement, and service in accordance with the criteria listed in section III.B of the faculty handbook, to decide whether to recommend contract renewal (pre-tenure reviews), tenure and promotion to associate professor (tenure reviews), an accelerated promotion review (Associate Professor reviews), or promotion to full professor (Full Professor promotion reviews). The report must explicitly indicate the Review Committee's recommendation with respect to reappointment, tenure and/or promotion. The report written for annual reviews should provide an honest assessment of the candidate's strengths and areas where improvement is expected. It is expected that concerns about a faculty member's performance noted in an Advisory Council review would have been raised previously in an annual review report and/or discussed with the dean (unless the concern is a recent development).

The review must be signed by all members of the Review Committee, and may include signed statements of dissenting views. Since the candidate must sign the document before it is submitted, indicating that they have had an opportunity to read the document and have received a copy, the committee must be sure to leave sufficient time for this step before submitting the report to the Dean's Office.

#### **GUIDELINES FOR REVIEW COMMITTEE REPORTS:**

The Review Committee Reports for tenure and promotion provide Advisory Council with disciplinary-specific analysis of a candidate's work at the College. The reports should be both analytical and respectfully evaluative, and i(u)2.6 ([8.8 (us6.6 (i)bFMCI. (m)-6 (us)-h..7 (e)-6.7 (hu20.6 ( doc)-I55 ( m)-5.b45[e portalhe e(e)10.5e rs ofevaluati(e,-6.6 ( aee)10.5 ( )]TJ\*.8shoulfhouln (ov)8.9 (ic)-2 (e. and )]TJie and promdep



